

East Providence Housing Authority

REGULAR MEETING

April 19, 2011

The Regular Meeting of the Board of Commissioners of the East Providence Housing Authority was held on the above date at City View Manor. The meeting was called to order at 5:00PM by Chairman Richard Smith.

The Pledge of Allegiance was lead by Executive Director Paul Tavares and recited by those in attendance.

ROLL CALL:

Present: Chairman, Richard Smith, Vice Chairperson, Lynn Vargas, Commissioners Antero Braga, Anthony Palumbo, M. Luci Stoddard, Dorothy Tillou, and Executive Director Paul Tavares. Commissioners John Faria was excused.

APPROVAL OF MINUTES:

Regular Meeting – March 15, 2011, Motion by Commissioner Palumbo to accept the minutes as presented, Second by Commissioner Stoddard. All Commissioners voted aye.

PRESENTATIONS:

None

DIRECTOR'S REPORT:

Executive Director Tavares reported on the following:

- **Cycle Painting:**
The cycle painting project is completed with approximately 150 units having been painted. It is the goal of the EPHA to paint apartments at least every seven (7) years. All units due through 2011 and some in 2012 have been completed. Management is very pleased with the work performed by Freeport General Contractors.
- **Harbor View Manor Hallway Restoration Project:**
The work is 99% completed and waiting for a final walkthrough inspection. All work has met the approval of management. Commissioner Tillou, who resides at Harbor View Manor commented as to how there were no complaints and all tenants were pleased. In May, immediately following the Commissioners' meeting we will plan an inspection of the work and tour any vacant units.
- **Exterior Building Improvements – City View Manor**
As approved by the Commissioners at the last meeting, Castellucci, Gali Corporation, Architects has been engaged to perform design and bid development services for this project. A design/construction schedule has been submitted that would have a construction completion date of November 28, 2011. He further reported that with the assistance of consultant Ralph Pari, a request would be made to HUD to utilize available operating reserves to fund the payment of completing the work on the entire building. Should that be denied, Director Tavares indicated that he would explore other payment/financing options or recommend doing the project in stages.

- Financial Issues:
Director Tavares informed the Commissioners of the approved 2011 Federal Budget and estimated impact to our agency. There would be an 18.4% (\$10,600.00) loss to our annual capital fund grant, an 8.12% (\$19,700.00) loss to the section 8, voucher program, annual administrative fee grant and a 3.31% (\$30,900.00) reduction to the public housing operating fund. There would be an insignificant \$100.00 loss to the FSS coordinator grant. He stated that we may not have actual numbers until October, but absent any significant change, we would be able to manage to these reduced amounts. He pointed out that the 2011 budget did increase section 8, housing choice voucher renewals by 2.02% - \$25,780.00. That could fund approximately three or four vouchers from the waiting list. Director Tavares told the Commissioners that this action by Congress could be a good indicator as to the 2012 budget and that we should expect cuts to be at least this amount or probably more. Again, of most concern is any proposed retaking of EPHA operating reserves.
- Staffing:
Director Tavares reported that the process to advertise and hire personnel to perform clerical/administrative services for the Section 8, Housing Choice Voucher – FSS Programs is completed. A total of 296 applications were received and reviewed. Six interviews were held and two individuals hired. First was Gary Victoria, who was a current EPHA, part time employee, experienced in the required areas and 2nd, was Jamila Puckerin, a Cumberland, RI resident who had worked for the Metropolitan Boston Housing Partnership. In addition to having Section 8 experience, Ms. Puckerin is Nan McKay Certified in Public Housing Management. Mr. Victoria, per union contract has a 90 day probationary period which ends on July 2nd and Ms. Puckerin will commence on Monday, May2, 2011.
- Insurance
The Commissioners were updated as to the EPHA relationship with the Housing Authority Insurance Group. This is a consortium of housing authorities providing insurance to its members, primarily liability and property insurance. A significant benefit is that we can receive an annual dividend. Director Tavares reported that our 2009 dividend was \$17,511.92 he compared this to our current annual insurance premium of \$95,125.00.

After a question from Commissioner Braga, a motion was made by Commissioner Vargas and seconded by Commissioner Stoddard to accept director's report as presented. The motion carried.

PUBLIC HOUSING VACANCY REPORT

Lori Pontus reported that there were 4 vacant units at Harbor View, 2 at Warren Avenue, 4 at City View and 2 duplexes for a total of 12. Pending tenants are available for most units with the exception of the two small units at Harbor View where there have been several refusals. Director Tavares noted that this was down from the 21 vacancies reported in March. He commended both Lori Pontus and Tony Cunha for their efforts in bringing this number down. After a question by Commissioner Vargas concerning the Deer Street property, a motion was made by Commissioner Braga, seconded by Commissioner Palumbo to accept the Public Housing Vacancy Report. Motion carried.

SECTION 8 OCCUPANCY REPORT

Terry Correia gave a lengthy verbal report as to the status of the absorption of the enhanced vouchers from Kent Farm Village. She explained the process and efforts to date and acknowledged the efforts of all the EPHA staff that have assisted in this project. Paul Tavares echoed her comments and again acknowledged her for all her efforts.

FSS Program Update

Terry Correia reported that the FSS program had one recent graduate, Stacy Smith. Ms. Smith was not only a participant in the program, but also worked for a while with the EPHA as the coordinator of the program. With the sum she earned from her participation, she is now purchasing a home to which it will assist with the down payment. Commissioner Tillou made a motion, Second by Commissioner Vargas to accept the reports which were verbal and also were passed out at the meeting. The motion was approved by a unanimous vote.

PAID BILL REPORT

Director Tavares presented the following paid bill report:

March, 2011 - \$145,124.97 Commissioners Braga and Palumbo moved to approve: That motion was approved by a unanimous vote.

UNFINISHED BUSINESS:

None

REQUISITIONS:

\$191,341.97 – Freeport General Contractors for work performed on the Harbor View Manor Hallway Restoration Project. A motion was made by Commissioner Vargas with a second by Commissioner Stoddard to approve this requisition and payment. The motion was approved by a unanimous vote of all six Commissioners present and voting.

APPROVALS

\$29,518.75 – Manuel R. Pavao Contractor, Inc. - Director Tavares requested ratification and approval of this request for the curbstone restoration project at City View Manor. The existing cement curbing had deteriorated to a point where it was not only unsightly but posed a safety hazard. The EPHA attained the following two (2) bids:

Soares Construction, Inc.
\$46,724.00

Manuel R. Pavao Contractor, Inc.
\$29,518.75

Commissioner Stoddard made a motion which was seconded by Commissioner Vargas to ratify and approve the award and payment to Manuel R. Pavao Contractor, Inc. The motion was approved by a unanimous vote of all six Commissioners present and voting.

RESOLUTIONS:

None

FYI

Director Tavares referred the Commissioners to the five (5) Month Financial Report 10/01/10 through 02/28/11. He noted the cumulative surplus of \$260,536.67.

ADJOURNMENT

Commissioner Palumbo moved and Commissioner Tillou seconded a motion to adjourn the meeting at 5:45PM. Said motion was approved.

Respectfully submitted,

Paul J. Tavares
Executive Director/Secretary
Transcribed by pjtares